

TOWN MANAGER'S WEEKLY REPORT



UPCOMING MEETINGS & EVENTS ...

- ✓ **Town Council Meeting:** Wednesday, July 22nd, 7:00 PM, Regular Meeting, Town Hall
- ✓ **Open House – Georgetown Police Department:** Thursday, July 23rd, 5:00 PM (Flyer attached)
- ✓ **Town Council Meeting:** Wednesday, August 12th, 7:00 PM, Regular Meeting, Town Hall

UPDATES FROM DEPARTMENTS ...

Finance

- As of July 17th, the Town has collected \$140,726 (16.5%) of the July 2015 Utility Billing (\$849,627)
- As of July 17th, the Town has collected \$1,436,089 (95%) of the FY 2016 Tax Billing (\$1,511,679)
- Actual v Budget (May 2015) has been prepared (copy attached)

Wastewater

- Lagoon depths: Large Lagoon is 10.00 feet and Small Lagoon is 5.25 feet
- Replaced variable frequency drive for pump 1 at Cinderberry PS due to overheating
- Contacted Mission Controls to have new radio boards (3G cellular capability) for the Gordy Street and County Seat Pump Stations – should resolve communication issues
- Repaired water supply hose on the corner system section of the Field 3 irrigation rig (torn during start up)

Planning

- Shops of College Park – Lot 9 Retail: Plan Review comments to applicant on July 6th
- Sussex Academy – Final Plans stamped approved
- Chamber Office (827 East Market Street – Final Certificate of Occupancy issued on July 13th
- Planning Commission:
 1. Historic Review – 10 North Front Street (Sign) – ***Approved***
 2. Historic Review – 101 East Market Street (Exterior Renovations) – ***Tabled***

TOWN MANAGER'S WEEKLY REPORT



Police

- Significant Incident Reports and Press Releases distributed as prepared
- Weekly and Year to Date crime statistics (selected crimes) updated (copy attached)
- Code Enforcement Report – June 2015 issued and posted to website (copy attached)
- Building exterior (edging, sidewalk, mulch, curb painting) improvements being completed by Public Works
- Community Policing and outreach continues (see photo 1)
- New Town Seal (from branding initiative) installed on patrol vehicles (see photo 2)

Public Works

- Maintenance Shop exterior painting completed – minor touch up underway
- Working on Evidence Room remodel at Police Station
- Weed spraying and street sweeping ongoing Town-wide

TOWN MANAGER'S UPDATE ...

- Met with resident to discuss initial thoughts on our Downtown Development District and their interest in a parcel in the area being planned
- Prepared information for Code Enforcement Working Group Meeting (current NOV formats and Summary of Violation and Penalties found in Town Code)
- Contacted Duffield Associates regarding next steps towards Plan Review Services – Agenda Item for July 22nd
- Answered Code Violation inquiries from several properties
- Researched Burger King Drive maintenance easement and followed up on potential options for dedication to the Town
- Contacted Delaware Transit Corporation requesting issues at the Georgetown Transit Hub be addressed (weeds, pot holes, trash) in response to Council concern
- Provided information on *Guidelines for Fireworks Display* to local non-profit looking to host an event in Georgetown during November
- Attended DNREC Environmental Finance, Workshop on changes to Delaware Water Pollution Control Revolving Fund & Safe Drinking Water State Revolving Fund and requirements for borrowing (Gene Dvornick, Laura Givens)
- Met with representative of Sussex County Habitat for Humanity to review requirements for final Town acceptance of Georgetown Point streets (Bill Bradley, Gene Dvornick, Jeff Ward)
- Met with Enterprise Fleet Management Implementation Team regarding delivery of new fleet vehicles - anticipated in September/October (Gene Dvornick, Laura Givens)
- Researched and prepared presentation regarding zoning definition of Yard

TOWN MANAGER'S WEEKLY REPORT



Photo 1- Community Outreach at North King Street playground



Photo 2 - New Town Seal on patrol vehicle

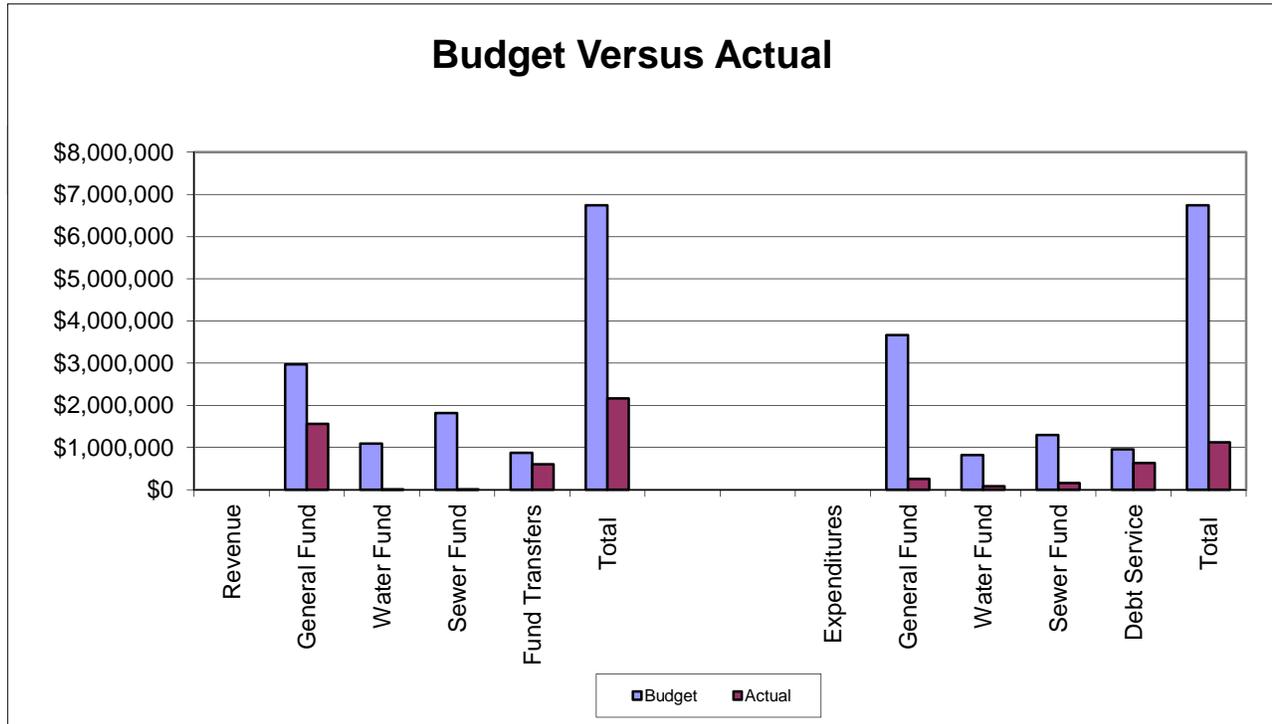
***THIS REPORT AND ANY ATTACHMENTS ARE ONLY BEING SENT
ELECTRONICALLY UNLESS OTHERWISE REQUESTED***

**Town of Georgetown
Budget Versus Actual (Operating)
As of May 31, 2015**

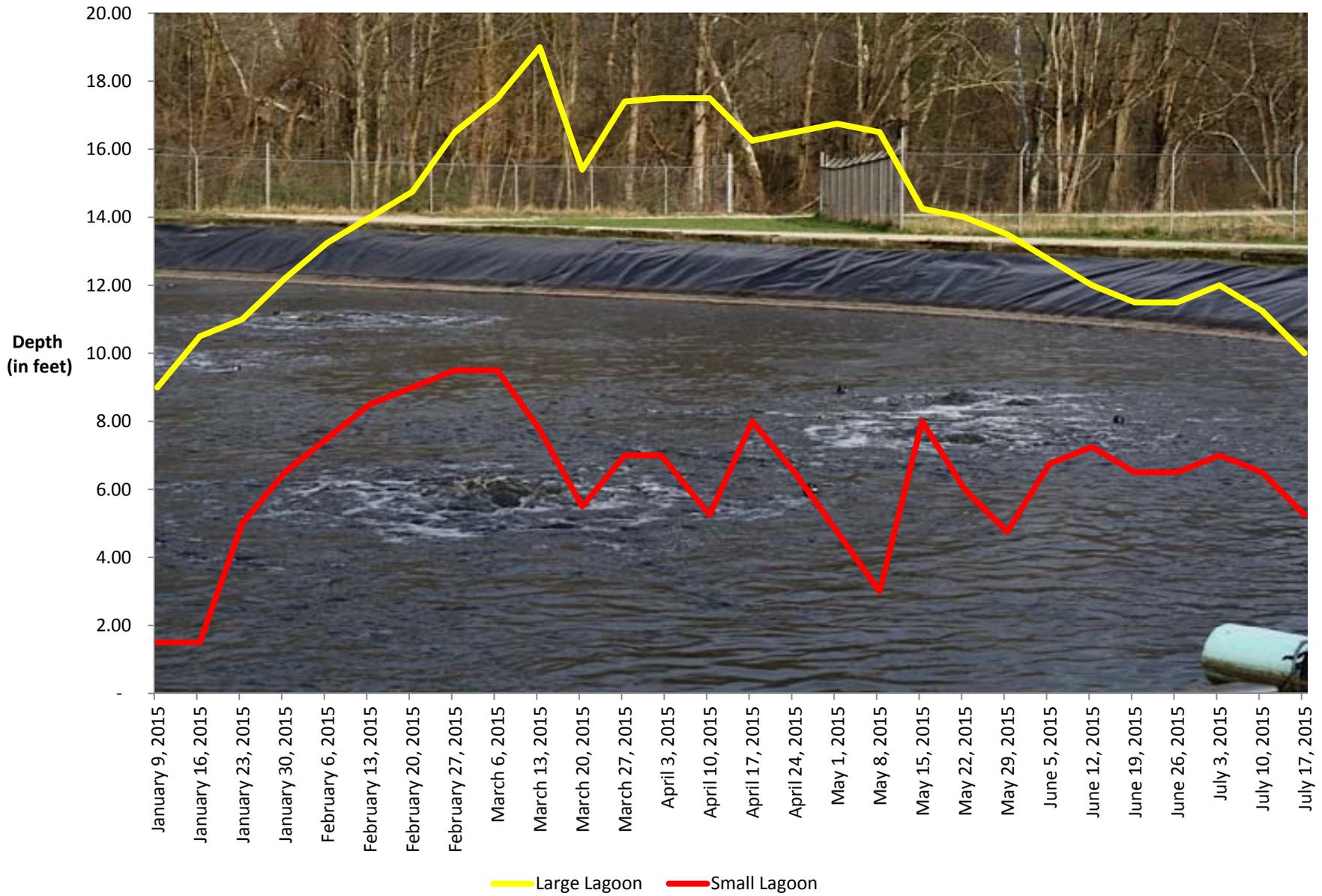
	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>	<u>0.08% Percent of Budget</u>
<u>Revenue</u>				
General Fund	\$2,969,005	\$1,558,051	\$1,410,954	52%
Water Fund	\$1,088,500	\$1,034	\$1,087,466	0%
Sewer Fund	\$1,815,543	\$1,566	\$1,813,977	0%
Fund Transfers	\$870,656	\$603,357	\$267,299	69%
Total	<u>\$6,743,704</u>	<u>\$2,164,008</u>	<u>\$4,579,696</u>	<u>32%</u>

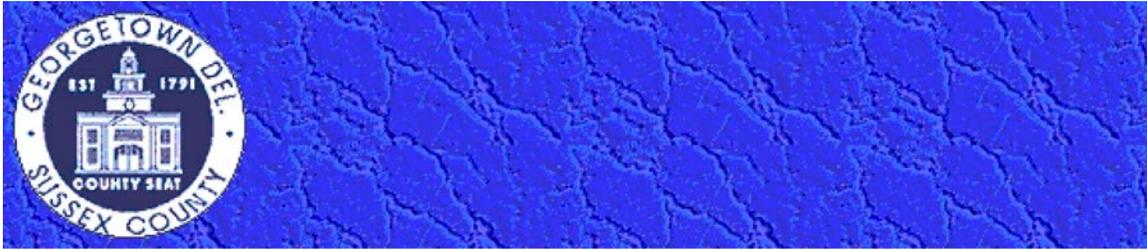
<u>Expenditures</u>				
General Fund	\$3,666,213	\$251,827	\$3,414,386	7%
Water Fund	\$823,241	\$79,125	\$744,116	10%
Sewer Fund	\$1,296,851	\$156,445	\$1,140,406	12%
Debt Service	\$957,399	\$635,297	\$322,102	66%
Total	<u>\$6,743,704</u>	<u>\$1,122,694</u>	<u>\$5,621,010</u>	<u>17%</u>

* Line item detail available upon request.



WWTF Lagoon Depths





Code Enforcement Activity Report

Report Criteria:

<i>Location Type</i>	<i>Location Field</i>	<i>Date From</i>	<i>To</i>
All	All	06/01/2015	06/30/2015

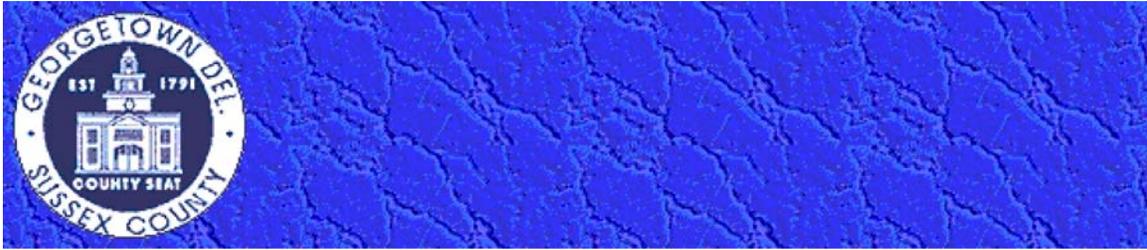
Case Activity:

	<i>Dvornick, Gene</i>	<i>Hume, David</i>	<i>Techsupport, Comcate</i>	<i>Total</i>
New Cases		42	1	43
Closed Cases	12			12
Open Cases at start of period	26	9		35
Open Cases at end of period	14	51	1	66

Violation Activity

<i>New Violations Cited</i>	<i>Dvornick, Gene</i>	<i>Hume, David</i>	<i>Techsupport, Comcate</i>	<i>Total</i>
Additional remedy (§ 165-4 - 7)			1	1
Addressing of buildings			1	1
Animals - Definitions		1		1
Animals not allowed to be kept		1		1
Basement windows or hatchways		1		1
Certificate of occupancy and compliance		4		4
Chimneys		1		1
Condemnation		2		2
Condition of premises.		13		13
Cooking and heating equipment		2		2
Correction of defective electrical system.		1		1
Depositing garbage prohibited		1		1
Detrimental Objects		14		14
Exit facilities, maintenance of stairs, porches and railings		2		2
Exterior Surfaces		3		3
Exterior Walls		1		1
Fire safety		4		4
Floors, Bathroom and Kitchen		1		1
Foundation Walls		1		1
Glazing		4		4
Growth of weeds		5		5

Height limit of other vegetation	1			1
Height of Grass	1	4	1	6
Indoor Furniture/Outside		2		2
Insect and rat harborage		2		2
Interior sanitation		1		1
Lead-based paint		1		1
Maintenance of trees and other vegetation.		2		2
Noise - Loud Noise Prohibited		1		1
Notice deemed effective for remainder of year.	1			1
Openable windows		2		2
Overcrowding		1		1
Parking - Off-street Parking and Loading		1		1
Rental/Business License		1		1
Roofs		1		1
Signs General Regulations		1		1
Spaces prohibited for sleeping purposes		1		1
Swimming Pools		1		1
Vacant structures and land		1		1
Vehicles wrecked, dismantled, inoperable or unregistered on private property		13		13
Violations and penalties. (Grass, Bushes, Trees, Vegetation)	1			1
Violations and penalties. (Housing Standards)		1		1
Windows and doors to be weathertight.		2		2
Windows, Doors & Frames		3		3
Yard Waste		2		2
Totals	4	106	3	113



Code Enforcement Activity Report

Report Criteria:

<i>Location Type</i>	<i>Location Field</i>	<i>Date From</i>	<i>To</i>
Ward	1	06/01/2015	06/30/2015

Case Activity:

	<i>Dvornick, Gene</i>	<i>Hume, David</i>	<i>Techsupport, Comcate</i>	<i>Total</i>
New Cases		7	1	8
Closed Cases	6			6
Open Cases at start of period	10	4		14
Open Cases at end of period	4	11	1	16

Violation Activity

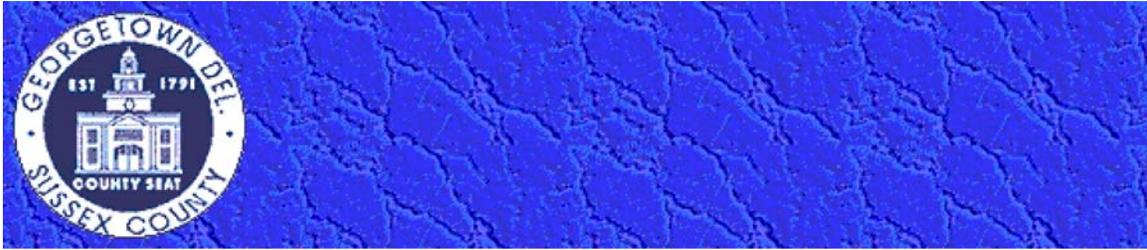
<i>New Violations Cited</i>	<i>Dvornick, Gene</i>	<i>Hume, David</i>	<i>Techsupport, Comcate</i>	<i>Total</i>
Additional remedy (§ 165-4 - 7)			1	1
Addressing of buildings			1	1
Animals not allowed to be kept		1		1
Depositing garbage prohibited		1		1
Detrimental Objects		3		3
Exterior Surfaces		1		1
Exterior Walls		1		1
Glazing		1		1
Growth of weeds		2		2
Height limit of other vegetation	1			1
Height of Grass	1	2	1	4
Indoor Furniture/Outside		1		1
Insect and rat harborage		1		1
Noise - Loud Noise Prohibited		1		1
Notice deemed effective for remainder of year.	1			1
Overcrowding		1		1
Parking - Off-street Parking and Loading		1		1
Signs General Regulations		1		1
Vehicles wrecked, dismantled, inoperable or unregistered on private property		2		2
Violations and penalties. (Grass, Bushes, Trees, Vegetation)	1			1

Windows, Doors & Frames

1

1

Totals	4	21	3	28
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Code Enforcement Activity Report

Report Criteria:

<i>Location Type</i>	<i>Location Field</i>	<i>Date From</i>	<i>To</i>
Ward	2	06/01/2015	06/30/2015

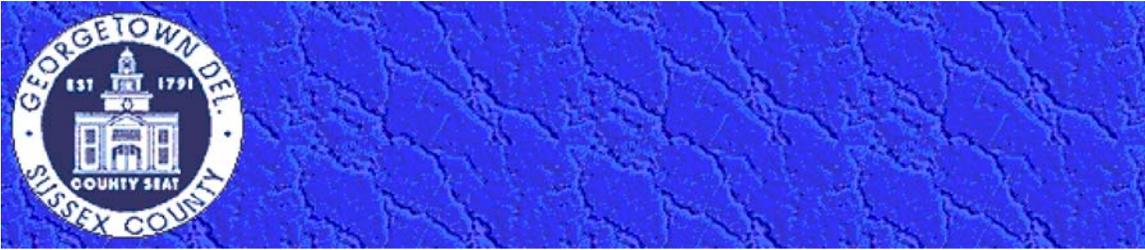
Case Activity:

	<i>Dvornick, Gene</i>	<i>Hume, David</i>	<i>Total</i>
New Cases		24	24
Closed Cases	3		3
Open Cases at start of period	10	3	13
Open Cases at end of period	7	27	34

Violation Activity

<i>New Violations Cited</i>	<i>Dvornick, Gene</i>	<i>Hume, David</i>	<i>Total</i>
Basement windows or hatchways		1	1
Certificate of occupancy and compliance		4	4
Chimneys		1	1
Condemnation		2	2
Condition of premises.		8	8
Cooking and heating equipment		1	1
Correction of defective electrical system.		1	1
Detrimental Objects		7	7
Exit facilities, maintenance of stairs, porches and railings		2	2
Exterior Surfaces		2	2
Fire safety		3	3
Floors, Bathroom and Kitchen		1	1
Foundation Walls		1	1
Glazing		3	3
Growth of weeds		3	3
Height of Grass		2	2
Indoor Furniture/Outside		1	1
Insect and rat harborage		1	1
Interior sanitation		1	1
Lead-based paint		1	1
Maintenance of trees and other vegetation.		2	2

Openable windows		2	2
Roofs		1	1
Spaces prohibited for sleeping purposes		1	1
Vacant structures and land		1	1
Vehicles wrecked, dismantled, inoperable or unregistered on private property		7	7
Violations and penalties. (Housing Standards)		1	1
Windows and doors to be weathertight.		2	2
Windows, Doors & Frames		2	2
Yard Waste		2	2
Totals		67	67



Code Enforcement Activity Report

Report Criteria:

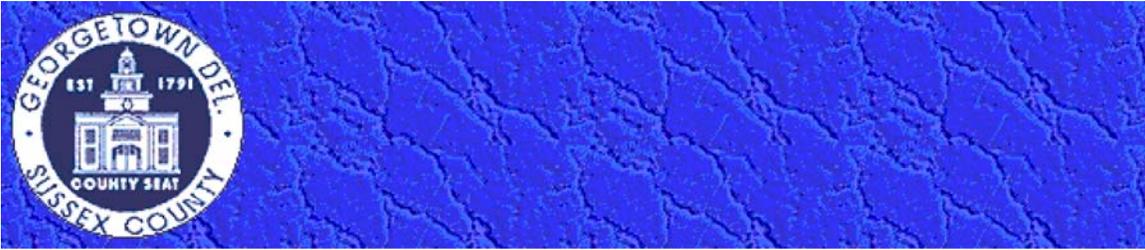
<i>Location Type</i>	<i>Location Field</i>	<i>Date From</i>	<i>To</i>
Ward	3	06/01/2015	06/30/2015

Case Activity:

	<i>Dvornick, Gene</i>	<i>Hume, David</i>	<i>Total</i>
New Cases		8	8
Closed Cases	2		2
Open Cases at start of period	4	2	6
Open Cases at end of period	2	10	12

Violation Activity

<i>New Violations Cited</i>	<i>Dvornick, Gene</i>	<i>Hume, David</i>	<i>Total</i>
Animals - Definitions		1	1
Condition of premises.		3	3
Cooking and heating equipment		1	1
Detrimental Objects		3	3
Fire safety		1	1
Rental/Business License		1	1
Swimming Pools		1	1
Vehicles wrecked, dismantled, inoperable or unregistered on private property		2	2
Totals		13	13



Code Enforcement Activity Report

Report Criteria:

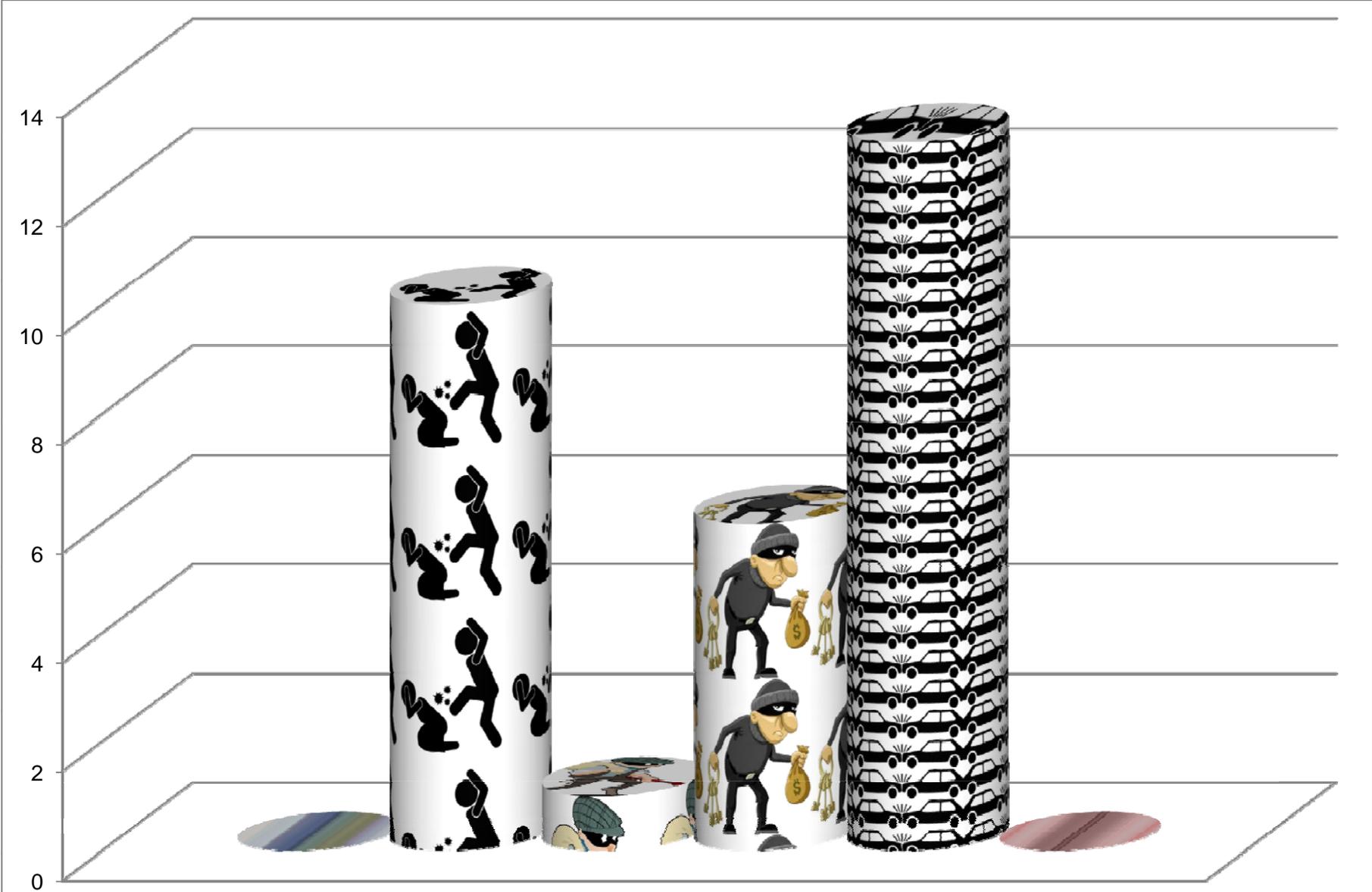
<i>Location Type</i>	<i>Location Field</i>	<i>Date From</i>	<i>To</i>
Ward	4	06/01/2015	06/30/2015

Case Activity:

	<i>Dvornick, Gene</i>	<i>Hume, David</i>	<i>Total</i>
New Cases		3	3
Closed Cases	1		1
Open Cases at start of period	2		2
Open Cases at end of period	1	3	4

Violation Activity

<i>New Violations Cited</i>	<i>Dvornick, Gene</i>	<i>Hume, David</i>	<i>Total</i>
Condition of premises.		2	2
Detrimental Objects		1	1
Vehicles wrecked, dismantled, inoperable or unregistered on private property		2	2
Totals		5	5



Weekly

- Robbery
- Assault
- Buglary
- Thefts
- Collision
- DUI

